



San Francisco Department of Public Health

Michelle Ruggels
Director of DPH Business Office

London N. Breed
Mayor

MEMORANDUM

March 18, 2019

TO: All BHS Providers

From: Michelle Ruggels

RE: **Critical Deadlines for FY 18-19 Contract Modifications and FY 19-20 BHS Pilot**

FY 18-19

Below is the deadline for the major step to complete the contracting process for FY 18-19, ending 6/30/19. This timeline will enable us to be in compliance with the procurement schedule established by the City’s Office of Contract Administration (OCA), as well as ensure that we have final and approved contract documents in the City’s accounting system to ensure timely payment for the remainder of the fiscal year. Adhering to this deadline is critical. To assist us, and to allow each of us to have sufficient time to perform the essential tasks following this deadline, please note:

Last Possible Date	Task Completion	Responsible Party
March 25, 2019	Submit Contract Change Request form (CCR) to initiate FY 18-19 contract changes. (form found at www.sfdph.org/cdta under “Procedures and Guidelines”)	Contractor prepares and submits or DPH Staff/System of Care Manager prepares

FY 19-20 (BHS Pilot)

If you attended the BHS Contractors meeting on 2/6/19, then you will recall that we are conducting a BHS pilot in FY 19-20. The pilot will test whether the early issuance of Funding Notification letters can achieve: (1) the reduction in the number of invoice template versions developed for each contract annually, and (2) an increase to the number of contracts approved by the new fiscal year.

Currently the Department issues a set of invoice templates on July 1 that reflect prior year funding levels and rates. Upon completion of the updated contract version, the Department issues new invoice templates, and prepares an adjustment invoice to provide a one-time payment to capture any

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amounts owed. Our goal is to prepare one set of invoice templates annually, and for you to be paid at FY 19-20 funding levels on July 1.

To participate in this pilot, you must be able to say yes to the following questions:

- **Have you received your final FY 18-19 Funding Notification that reflects all requested and approved changes, and/or have you submitted updated FY 18-19 appendices with no other changes pending?**
 - The FY 18-19 Funding Notification is the basis for the preparation of the FY 19-20 Funding Notification. If this is going to change, then your contract is not a good candidate for the pilot due to timing reasons.
- **Do you anticipate making contract changes in FY 19-20? Will your current contract remain unchanged in FY 19-20, except for the following additions?:**
 - The following items, as applicable, will be automatically included in your FY 19-20 Funding Notification, and thus should not impact your response:
 - FY 19-20 Cost of Doing Business Allocation
 - Annualization of partial year funding added in FY 18-19
 - Continuation of grant or new money, when the FY 19-20 amount has already been established.
 - Items noted as one-time funding will be removed (unless we have been previously notified to continue funding).
 - Ongoing changes established in an already issued FY18-19 Funding Notification, even if the updated appendices haven't been submitted yet.

Contractor Survey

You will receive an online survey with the questions mentioned above. For those contractors that respond "yes" to both, the FY 19-20 Funding Notifications will be issued without delay with the date to submit your updated appendices identified in your Funding Notification letter, but by no later than May 10, 2019.

For those of you who respond "no", there will be some follow-up questions to help us identify necessary next steps, such as whether a contract negotiation meeting is desired. A "no" response implies that there are outstanding changes either in FY 18-19, or that there is something you would like to change in FY 19-20. For FY 19-20, we would also request that you complete the Contract Change Request form - found on the CDTA website www.sfdph.org/cdta under "Procedures and Guidelines" - to summarize your FY 19-20 request. That way, we can get the ball moving with the goal of issuing all FY 19-20 funding notifications by no later than May 2019, with contract negotiations scheduled as requested. These FY 19-20 funding notifications will be issued on a rolling basis, as FY 19-20 decisions are finalized. Please note that the current process will continue, so even if you don't have updated contract documents/appendices and invoices in place on July 1, your funding will continue without interruption, based on FY 18-19 funding levels. We look forward to a successful year in FY 19-20, and to the success of our pilot. Please email me if you have questions.